

**MINUTES OF A REGULAR MEETING OF THE
TORRANCE LIBRARY COMMISSION**

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:00 p.m. on Monday, March 14, 2011 at the Henderson Library.

2. ROLL CALL

Present: Commissioners Perkins, Ravine, Sargent, Wasserman,
Wengrow, and Chairperson Stapleton.

Absent: Commissioner Ross.

Also Present: Acting City Librarian Theyer,
Acting Principal Librarian Wierzbicki,
Acting Senior Librarian Aguado, and
Acting Youth Services Librarian Shimamoto.

MOTION: Commissioner Wasserman moved to grant Commissioner Ross an excused absence for the March 14, 2011 Commission meeting. Commissioner Ravine seconded the motion; a voice vote reflected unanimous approval.

3. FLAG SALUTE

Commissioner Sargent led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Sargent moved to accept and file the report of the City Clerk on the posting of the agenda. Commissioner Perkins seconded the motion; a voice vote reflected unanimous approval.

5. APPROVAL OF MINUTES

5a. MINUTES OF FEBRUARY 14, 2011 LIBRARY COMMISSION MEETING

Commissioner Wasserman noted the following correction to Item 8c: **"EDUCATION AND SCHOOL RELATIONS LIAISON."**

Commissioner Sargent requested that the following be added to Item 6e at the top of page 3: "Commissioner Sargent stated that she thought it was important to have a Commissioner attend."

MOTION: Commissioner Perkins moved for the approval of the February 14, 2011 meeting minutes as amended. Commissioner Ross seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Ross).

6. NEW BUSINESS

6A. FRIENDS OF THE TORRANCE LIBRARY UPDATE

No report.

6B. YOUTH COUNCIL UPDATE

The Commission welcomed Youth Council member Minji Kim from CAMS who shared information about upcoming events that include a Pancake Breakfast on April 2, Spring Boutique at Wilson Park on April 10, and Beat the Odds scholarship banquet on May 5, 2011.

6C. HENDERSON LIBRARY REPORT

Acting Senior Librarian Aguado welcomed Commissioners and provided an update of branch activities and staffing changes since the Commission's last visit. She noted that Henderson continues to be one of the busiest branch libraries, with 12,000 items circulated last month. She stated that the most popular items are audio-visual and Asian language materials, adding that the library serves a large after-school population. She discussed adult programming that includes a mystery/suspense book group "Mayhem in the A.M.," "E-Readers Made Easy," and invited Commissioners to the first Story Slam Cafe on March 31, 2011. She concluded her presentation with a wish list that includes a larger building with more furniture.

Acting Youth Services Librarian Shimamoto shared information about the branch's performer and craft programs that include Rudy's Radical Science and an upcoming balloon artist on April 14. He discussed the branch's two story times, class visits from local schools, teen book group, and homework helpers. He noted that they had a first visit from the Buddy Club, that West High School's CSF Club decorated the bulletin board, and that the Teen Advisory Board is planning a movie night, AP study night, and a lei-making program for graduating seniors. He added that, along with a larger facility, he would like to see the branch have a homework center.

In response to Chairperson Stapleton's inquiry, Acting City Librarian Theyer explained the Buddy Club program sponsored by Harbor Regional Center.

6D. PART-TIME EMPLOYEE RECOGNITION BREAKFAST

Chairperson Stapleton described the annual breakfast hosted by the Library Commission to honor part-time Library employees. She noted that part-time employees are now being honored by the City's General Employee Recognition event on five-year increments and asked Commissioners if they want to continue hosting the breakfast.

Acting City Librarian Theyer offered to check on the budget in past years, how many employees have anniversary dates, and available dates on Wednesday mornings in June.

7. UNFINISHED BUSINESS

7A. DAY IN THE DISTRICT AND LIBRARY LEGISLATIVE DAY

Acting City Librarian Theyer reported that Assemblywoman Butler never posted an appointment for Day in the District. She announced that the Legislative Committee of California Library Association (CLA) has moved Library Legislative Day to May 18, 2011 in Sacramento. Commissioner Sargent and Chairperson Stapleton stated that they were unable to attend; Commissioners Wasserman and Ravine expressed interest in attending if their schedules are free.

7B. COMMISSION GOALS IMPLEMENTATION PLAN

Acting City Librarian Theyer noted that recommendations for implementation of Commission goals were included in agenda materials.

Chairperson Stapleton stated that she was pleased with the written Monthly Department Report and Commissioner Sargent noted that written reports make Commission meetings more efficient and faster.

7C. OUTREACH EVENTS – MARCH – JUNE 2011

Acting City Librarian Theyer reported that the Commission is invited to participate with staff in the following outreach events: Environmental Fair on March 26, Pediatric Therapy Network Community Resources Fair on April 9, YMCA Healthy Kids Day on April 16, and Summer Reading Program promotion at Torrance Certified Farmers' Market tentatively scheduled for June 4.

Chairperson Stapleton stated that she was available on March 26, April 9, and April 16; Commissioner Sargent stated that she would assist on March 26, April 16, and probably June 4; Commissioner Ravine stated that he was available on March 26.

Chairperson Stapleton encouraged Commissioners to look through the Library's March Calendar of Events and choose an event to attend.

Commissioner Ravine stated that he plans to attend the Walteria Book Group on March 15, 2011.

Commissioner Wasserman stated that he attended the Firefighter's Spaghetti Dinner last weekend.

Commissioners discussed the importance of establishing contact with homeowners associations to find out when they meet and if they are interested in having a Commissioner attend. Commissioners offered to contact homeowners associations as follows: Commissioner Ravine - Southwood, Delthorne, and New Horizons; Commissioner Wasserman - West Torrance and any others; Commissioners Sargent and Wengrow - Seaside and Riviera; and Chairperson Stapleton - Madrona and Old Torrance.

7D. CALIFORNIA BUDGET REPORT

Acting City Librarian Theyer noted that a current California Budget Report was included in agenda materials. She expressed relief that all three programs are still budgeted and will meet the maintenance of effort match requirement to preserve federal funding from the Library Services and Technology Act.

7E. COMMISSION QUESTION RESPONSES

Acting City Librarian Theyer noted that responses to questions raised at the February 14 Commission meeting were included in agenda materials.

Responding to Commissioner Wasserman's inquiry regarding signage, she advised that the Library would craft a policy that covers all six libraries. She added that the policy would need to be approved by the City Attorney, City Manager, and Community Services Director.

8. STANDING LIAISON REPORTS

8A. TORRANCE PUBLIC LIBRARY FOUNDATION

No report.

8B. SOUTHERN CALIFORNIA LIBRARY COOPERATIVE (SCLC)

Commissioner Ravine reported that there will be a System Advisory Board meeting in May 2011.

8C. EDUCATION AND SCHOOL RELATIONS

Commissioner Sargent informed Commissioners that former Superintendent Lloyd Jones passed away last week.

9. MONTHLY DEPARTMENT REPORT

9A. Acting City Librarian Theyer announced that Internet-based wireless printing at Katy Geissert is now available.

9B. Acting City Librarian Theyer stated that the digitized Torrance Herald and City directories are now available online and that they are designing a web portal on the Library's webpage.

10. ORAL COMMUNICATIONS

10A. Commissioner Ravine stated that he is pleased that the Commission is doing more outreach.

10B. Commissioner Sargent distributed information about a "Miracle of Living" lecture on March 16, 2011, stated that Riviera Garden Club is selling gloves to raise funds for scholarships, and stated that she enjoyed Charles Phoenix's "Retro Southern California Slide Show" on March 12, 2011.

10C. Commissioner Wengrow stated that she was impressed with the minutes and the reports.

10D. Commissioner Wasserman wished everyone a happy St. Patrick's Day.

10E. Chairperson Stapleton distributed copies of a March 6, 2011 article "Sanctuary in the Stacks" from the Los Angeles Times and encouraged Commissioners to attend the Pancake Breakfast on April 2, 2011.

10F. Chairperson Stapleton stated that she would accept the Proclamation at the April 12, 2011 City Council meeting in honor of National Library Week

11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the April 2011 Library Commission meeting agenda were listed and include: Friends, Youth Council, Part-time Employee Recognition Breakfast, Library Legislative Day, Foundation SCLC, Education and School Relations, Commission Annual Report, and outreach reports.

12. ADJOURNMENT

MOTION: At 8:22 p.m., Commissioner Sargent moved to adjourn the meeting to Monday, April 11, 2011 at the El Retiro Library, 126 Vista del Parque, Redondo Beach, at 7:00 p.m. Commissioner Perkins seconded the motion and, hearing no objection, Chairperson Stapleton so ordered.

Approved as Submitted April 11, 2011 s/ Sue Herbers, City Clerk
